



Interoffice Memorandum

To: Karen Choyce

From: Sherrie Gibson

Department: Executive

Subject: Advance from Mr. Lay's LOC

Date: November 8, 2001

On Friday, November 9, 2001, Mr. Lay would like an advance of \$525,000.00 wired as follows:

Southwest Bank of Texas
Houston, TX
ABA: 113011258
Name: Kenneth L. Lay/Linda P. Lay
Acct#: 5569133

Thanks so much.

CC: Joanne Cortez

Lupe Spencer